

FILE

Personnel 17

Executive Director-Comptroller
7E-12 Hqs.

Deputy Director for Support
7D-18 Hqs.

STAT

Attached is an outline of information and options for accelerating separations in the Agency together with a chart outline. I propose that brief the Deputies' meeting on this outline with emphasis on the possible retirement incentives. If there is agreement on any of these incentives, we can then proceed with full staffing papers. We are trying to present a "bag" of options by which separations can be encouraged, recognizing that no one option serves all employee needs. If you concur on this outline, I will forward this to the Deputies' group for their consideration and to be presented at a time you designate.

RLB

R. L. Bannerman DD/S 7D-18 Hqs. 24 JUN 1968
DD/S:RLB:es (24 June 68)
Distribution:

Orig - Adse w/atts (Pls return to DD/S) =DD/S 68-2954
1 - DD/S Chrono
1 - DD/S Subject w/cpy DD/S 68-2954

DD/S 68-2954: "Accelerating Separations to Reduce Agency Manpower Problems"

ACCELERATING SEPARATIONS TO REDUCE AGENCY MANPOWER PROBLEMS

1. Early Retirement Options (Taking age 60 as mandatory retirement age)

a. CIA System: Voluntary retirement at age 50 with 20 years of federal, including 10 years of Agency and 5 years of qualifying, service. Involuntary retirement based on 50-20-10-5 or at any age with 25 years of federal, including 10 years' Agency and 5 years' qualifying, service. DCI approval required.

b. Civil Service System: Optional retirement on employee's application at age 55 with 30 years of service. Discontinued service retirement if employee is involuntarily separated (or resigns in lieu thereof) at age 50 with 20 years of federal service or at any age with 25 years. Earned annuity reduced two percent per year for each year under age 55.

2. Possible Retirement Incentives

a. Trial Retirement guaranteeing reemployment within one year to a member of either retirement system who elects an early retirement option EXCEPT discontinued service under Civil Service. A staff paper on this proposal can be readied at an early date.

b. Compensated Reserve Program providing for one to three years of paid civilian reserve status for resignees or retirees willing to commit themselves to serve upon call of the Agency. A staff paper has been written on this proposal but requires modification to overcome OGC reservations.

c. Deferred Compensation Program to provide compensation and inducement to Civil Service retirees affected by the age 60 retirement policy to restore to them in part the benefits which would have accrued had they served in other agencies where the normal retirement age is 65 and the mandatory age is 70. A staff paper would have to be developed on this proposal.

d. More liberal use of the "11(c)" provision of the CIA Retirement System to embrace within the system and provide its more generous pre-60 retirement benefits to persons lacking five years of overseas service but whose careers, reviewed in retrospect some six months prior to contemplated retirement, may be considered qualifying in their totality. Maximum benefit from this proposal toward solving the Agency's manpower problems would be attained through a very carefully planned selection of individuals to be retired. A staff paper amplifying this proposal would be required.

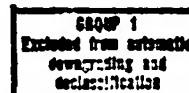
3. Strengthening of Selection Out Process

a. Requirement for annual competitive evaluation of its members by each Career Service to identify those whose performance is less than effective. Staff paper exists in rough form on this topic.

b. Establishment of Special Employment Review Board for "maladaptive employees" to review outside of the normal involuntary separation procedures cases of employees who for various reasons are not suited for continued employment. Proposal suggested in OMS paper but would require additional development.

c. Severance Pay to provide "relocation allowance" for persons separated not for cause. If existing government-wide legislation cannot be adopted with proposed modifications, a staff paper justifying special Agency applications would be required.

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C-O-N-F-I-D-E-N-T-I-A-L

ACCELERATED SEPARATIONS

SELECTION PROCEDURES
Self-identification
Supervisory and Career Service
evaluation
Evaluation by Staff Offices

REVIEW PROCEDURES
[Redacted]
Personnel Evaluation Board
CIA Retirement Board
Special Employment Review Board

INCENTIVES

[More liberal use of lhc]

[Deferred compensation]

[Severance pay]

[Trial retirement]
[Paid Reserve]

<u>CIA RETIREMENT</u>		
Type	Age	Service
Mandatory	60	5
Voluntary	50	20 *
Involuntary	50	20 *
Disability	or: -	25 *
	-	5

* Must include 10 years' Agency
and 5 years' qualifying service

<u>CIVIL SERVICE RETIREMENT</u>		
Type	Age	Service
Mandatory	60	20
	or: 62	5
Optional	55	30
Discontinued	50	20 *
service	or: -	25 *
Disability	-	5

* Annuity reduced 2% per year
for each year under age 55

RESIGNATION
(Separation short of retirement
eligibility)

C-O-N-F-I-D-E-N-T-I-A-L

CONFIDENTIAL

FILE

Personnel 17

DD/S 68-3058

17 JUN 1968

MEMORANDUM FOR: Director of Personnel

SUBJECT : Accelerated Separations to Reduce Agency
Manpower Problems

1. I have your outline for the briefing of the Deputies meeting and your proposed chart for accelerated separations. On the chart I suggest that you put the two bottom boxes at the top of the chart starting with "Selection Procedures" leading to "Review Procedures" then to the basic chart entitled, "Incentives."

2. I would like to expedite the briefing of the Deputies group but I would first like to have a preview with perhaps the Executive Director attending if he can find time available. In the course of the presentation I would like to have the briefer give a concise description of each system or alternative so that the Deputies group can agree on those elements that appear to have promise and we can concentrate on the development of these elements. In the briefing make certain that the thought is advanced that no single proposal is the answer for all problems but that we need a "bag" of alternatives from which we can select to fit the individual case. I would like if possible to have the preview at 2 p.m. on Wednesday, June 19.

SIGNED R. L. Bannerman

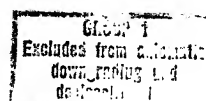
R. L. Bannerman
Deputy Director
for Support

DD/S:RLB:ksd (17 June 68)

Distribution:

Orig & 1 - Adse
4 - DD/S Subject
1 - DD/S Chrono

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B. & W. Hatter

Chart -

Part Selection
Procedure



Review
Procedures



Incentive Program

Human

Please put an
"Expedite"
stamp on this

B.

UNCLASSIFIED ☒ CONFIDENTIAL ☐ SECRET ☐

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support 7D-18 HQ		
2			
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

In response to your request for a listing and a chart depicting our accelerated separation proposals, attached is an effort for you to try for size.

*Mr. Coffey and [redacted]
have copies V.T.*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Director of Personnel 5E-56 HQ [redacted]	11 JUN 1968

ACCELERATING SEPARATIONS TO REDUCE AGENCY MANPOWER PROBLEMS

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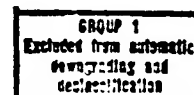
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(Separation short of retirement eligibility)

REVIEW PROCEDURES

Personnel Evaluation Board
CIA Retirement Board
Special Employment Review Board

SELECTION PROCEDURES

Self-identification
Supervisory and Career Service evaluation
Evaluation by Staff Offices

25X1

C O N F I D E N T I A L

GROUP 1
Excluded from automatic
downgrading and
declassification